

Part 2

Administrative Services

53-1-201 Short title.

This part is known as "Administrative Services."

Enacted by Chapter 234, 1993 General Session

53-1-202 Definitions.

As used in this part:

- (1) "Director" means the division director appointed under Section 53-1-203.
- (2) "Division" means the Administrative Services Division created in Section 53-1-203.

Enacted by Chapter 234, 1993 General Session

53-1-203 Creation of Administrative Services Division -- Appointment of director -- Qualifications -- Term -- Compensation.

- (1) There is created within the department the Administrative Services Division.
- (2) The division shall be administered by a director appointed by the commissioner with the approval of the governor.
- (3) The director is the executive and administrative head of the division and shall be experienced in administration and possess additional qualifications as determined by the commissioner and as provided by law.
- (4) The director acts under the supervision and control of the commissioner and may be removed from his position at the will of the commissioner.
- (5) The director shall receive compensation as provided by Title 67, Chapter 19, Utah State Personnel Management Act.

Enacted by Chapter 234, 1993 General Session

53-1-204 Division duties.

The division shall:

- (1) provide administrative and staff support to the commissioner;
- (2) ensure that all departmental administrative processes are in compliance with state law, rules, and procedures;
- (3) make deposits, pay all claims and obligations of the department, and conduct all treasury transactions;
- (4) prepare the department budget, review department expenditures, prepare financial reports, and offer general assistance with financial matters to the department;
- (5) coordinate and review department purchases and monitor department purchasing practices to ensure compliance with state procurement rules;
- (6) coordinate the purchase, operation, maintenance, records, and final disposal of the department's vehicle fleet;
- (7) make capital facility plans for the department, maintain a capital equipment inventory system, coordinate risk management records, and organize waste paper recycling; and
- (8) make rules for the department authorized by this title.

Amended by Chapter 302, 2016 General Session